

PETITION TO TRANSFER CREDITS FROM ANOTHER INSTITUTION



Arts &
Sciences

CCAS Undergraduate Studies Office
801 22nd St, NW
Phillips Hall 107
Washington, DC 20052
Phone: (202) 994-6210 Fax: (202) 994-6213

Instructions:

1. Use course titles and numbers as they appear at the college/university where the course will be taken.
2. Bring a course description and/or syllabus to the appropriate GW Department. A designated faculty member will sign and indicate the course equivalency, if any exists.
3. Upon completion, return this form to the CCAS Undergraduate Studies Office.

Name: _____ GWid:

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Last Name First Name M.I.

Daytime Phone: _____ GW E-mail: _____@gmail.gwu.edu

College/University where course(s) will be taken: _____

Semester when course(s) will be taken: _____

Course Information:

SUBJECT	COURSE NUMBER	CREDITS	TITLE	GW EQUIVALENT	DEPARTMENT APPROVAL (Signature)

Policies:

- Courses must be taken for a letter grade; only those completed with a letter grade of C- or better will be transferred.
- Official, sealed transcripts with the final letter grade must be sent directly to the Department of Undergraduate Admissions
Office of Admissions
Rice Hall
2121 I Street, NW
Suite 201
Washington, DC 20052
- Grade(s) earned at other institutions will not be included on the GW transcript nor used in computing the GW GPA.
- CCAS students must complete at least 45 of their final 60 credits while registered in CCAS. For students who participate in an approved study abroad program, the requirement is expanded to 45 of their final 75 credits. Additionally, 9 of the final 15 hours must be completed in residence.
- No more than 9 semester hours can be transferred from colleges/universities after matriculation and no transfer courses from two-year institutions are allowed after a student has earned 60 hours.
- Transfer credits cannot be applied to GPAC requirements; all courses to satisfy the GPAC requirements must be done in residence at GW.

Remainder of form for Office Use Only

Comments: _____ Action Taken: Approved Denied

Dean's Signature (home school): _____ Date: _____